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File 15C  
5 February 1952

CAREER SERVICE COMMITTEE

Working Group on Personnel Development Program

Minutes of 1st Meeting 30 January 1952 at 11:00 A. M.

Present:

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Copy/Career Service Committee

Absent:

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25X1A9a 1. [REDACTED] Executive Secretary of the Career Service Committee, presided. [REDACTED] Chairman of the former Working Group on Employee Rating, reported that this Working Group was unaware of any unfinished business, but if there should be, it should be added to the agenda of the present Working Group. [REDACTED] Chairman of the former Working Group on Selection Criteria, being absent through illness, was unable to make a similar report, but members of the Working Group who were present made a report similar to that of [REDACTED]

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2. [REDACTED] were nominated for Chairman of the new Working Group. It was agreed that the person receiving the lesser number of ballots would automatically be declared Secretary of the Group. A secret ballot being taken, [REDACTED] was declared Chairman and [REDACTED] Secretary. [REDACTED] took the Chair, and [REDACTED] took over the Secretary's function in [REDACTED]'s absence.

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3. The Working Group examined the suggested agenda and decisions and assignments were made. (see attached)

4. The Working Group agreed to meet at 10:00 A.M., Wednesday, 6 February.
5. The meeting adjourned at 1:00 P.M.

Date:

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[REDACTED]  
Secretary Pro Tem.

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CAREER SERVICE COMMITTEE

Agenda

for

Working Group on PERSONNEL DEVELOPMENT PROGRAM

2nd Meeting 6 February 1952 10:00 A.M.

1. Minutes of 1st Meeting.
2. Problems concerned with CIA's request for legislative exemption from P. L. 873 "Performance Rating Act of 1950". [REDACTED] 25X1A9a
3. Selection-out procedure. [REDACTED] 25X1A9a
4. Form for Certification of eligibility, Declaration of Intent, I&G concurrence, for entrance into Development Program. [REDACTED] 25X1A9a
5. Is an appraisal form over and above the Personnel Evaluation Report needed by the Office Career Service Boards? If so, what?
6. If the Working Group recommends a "form", does it also recommend specific factors or should each Office Career Service Board determine its own factors based on its own job requirements?
7. If there is to be additional appraisal, should it be single or multiple?
8. Should there be an Executive Inventory Control procedure?
9. Statement in detail of duties and responsibilities of the several Boards, the number of Boards, their organization and procedures and the mechanics by which they will discharge their responsibilities. (See Final Report of Working Group on Rotation, attached)
10. Means of activation of the Career Service Program.

**Note:** (It was agreed that a.) a 90-day warning procedure and b.) an appeal procedure was the responsibility of the Office of Personnel and that c.) indoctrination of supervisors in supervisor-employee relations was the primary responsibility of the Office of Training aided by the Office of Personnel.)

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MEMORANDUM TO: General Counsel  
FROM : Assistant Director (Personnel)  
SUBJECT : Proposed legislative exemption for CIA from the Performance Rating Act of 1950

1. This will confirm the agreement reached in the meeting of the Career Service Committee on 4 February on the above subject.

2. The General Counsel and the Acting Personnel Director will discuss with the Civil Service Commission the establishment of administrative procedures by means of which CIA can comply in a completely secure way with the provisions of P. L. 873 "The Performance Rating Act of 1950". The good offices of the Bureau of the Budget will be used as appropriate as you suggested yesterday. The Civil Service Commission should be asked to satisfy in all respects the security requirements of CIA and to give written undertakings to this effect.

3. Should the Commission not be able to provide the necessary waivers with respect to security, it is understood that the Bureau of the Budget will support CIA's request to the Congress for legislative exemption from the Act.

4. It was agreed by the Committee that any proposed form or forms that might be used by CIA would not enter into the discussion at this stage since a.) exemption hinges on our security requirements and b.) no final decision has been reached on a form or forms to be used by CIA.

[REDACTED] 25X1A9a

cc: Members of the Career Service Committee  
Acting Personnel Director  
Security Officer

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